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TO : Chief, Plans &amp; Policy Staff/TR

DATE: 23 May 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #21

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

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C. OTR Budget FY 1957 (Revised) and FY 1958 (Estimated) - Drafts of the material required to complete the revised FY 1957 OTR Budget have been received by BFO/TR. XO/TR will complete the review of these estimates the week of 28 May 1956. These will then be returned to OTR components for retyping in final form.

D. Clerical Placement - The clerical placement situation remains the same with only one EOD for this reporting period.

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F. Vital Materials Schedule - A Vital Materials Schedule for OTR, prepared by the ARO/TR and approved by the DD/TR, has been forwarded to the Management Staff. The ARO/TR will contact all components of OTR to assure that the Schedule is properly implemented, thereby safeguarding all vital documents within OTR. In this regard, the attention of all School and Staff Chiefs is directed to memorandum dated 4 April 1956 to all OTR Vital Materials Officers requesting preparation of a schedule of all vital materials regularly produced within each component of OTR.

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- H. Operations Familiarization #4 - Registration for the Operations Familiarization course was left open for an additional week at the request of the DC/OS. This request was the result of the relatively small number of students enrolled in the course, and it was felt that with the extra week several more students would be scheduled.
- I. Monthly Report of Trainees - The OTR Monthly Report of Trainees for April was disseminated on 22 May.
- J. Notification to Registrar of Personnel Separating from the Agency - Arrangements have been made with Counseling Branch, Office of Personnel, whereby the Registrar will be notified weekly of personnel separating from the Agency. Counseling Branch will be informed by the Registrar of any person who has any training material charged to him.

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